



Request for Salaried Classification Review

RSCR #: _____
Position #: _____
(For HR Use Only)

Employee Name: _____
Current Job Title: _____ EMPLID: _____
Department: _____ Phone #: _____
Employee Signature: _____ Date: _____
Date Submitted to Supervisor:⁽¹⁾ _____ Bargaining Unit: UMPSA
 Non-Represented

If you believe that your present duties performed are significantly different⁽²⁾ from those outlined in your current PDQ, please complete the form below and a new Position Description Questionnaire (PDQ) and submit both items to your supervisor.

Employee Narrative

Please briefly describe below the specific changes in the duties assigned to the position and the impact of the changes on job responsibilities within the work unit, department and related departments. Attach an additional sheet if necessary.

I am requesting a position review because

The Supervisor will complete this portion of the review and submit it along with the PDQ to the Human Resources Office (HR) within 20 working days.

Date Received by Supervisor: _____
 A copy of the RSCR and signed PDQ was submitted to the employee on _____
 A copy of the RSCR and signed PDQ was submitted to Human Resources on _____

HR will evaluate the PDQ and provide written notice (*HR Response to RSCR*) to the employee, supervisor and the designated UMPSA⁽³⁾ representative within 20 working days.

Date Received by HR: _____
 Results of the position review were provided by written notice to the employee, supervisor and UMPSA⁽³⁾ on _____

Employees may file a written appeal (*RSCR Appeal*) to the System Appeals Committee (SAC) within 20 working days from receipt of the denial from the campus HR Office. A copy of the appeal form is available online at <http://www.maine.edu/system/hr/personnel.php> or may be obtained through the Human Resources Office.

cc: Employee, Supervisor, and UMPSA⁽³⁾

(1) Any change shall become effective on the date the completed review request was submitted by the employee to the appropriate supervisor.
(2) A *Significant Change in Duties and Responsibilities* is present when either 1) changes will result in increases in at least two factor ratings on the PFI and at least a 10% increase in the point value of the position, or 2) a change in Job Family assignment that affects the salary band.
(3) If employee is a represented professional. Send the form to the Chair of the Salary Committee, MEA, 1349 Broadway, Bangor, Maine 04401.